



# ***Rights and Responsibilities***

## ***Handbook***

**2021 – 2022**

*Informational Handbook for  
Students, Parents, and School Personnel*

**IMPORTANT – Please sign and return the following forms by either electronic signature in your Skyward account, or by printing, and returning to your child’s school no later than September 17, 2021.**

- Annual Acknowledgment Letter
- Student Housing Questionnaire
- Annual Attendance Acknowledgment Letter

## Superintendent's Message

Dear South Kitsap Students, Parents and Staff,

At South Kitsap School District, we believe that excelling in school includes academic success and healthy social and emotional development. It is within safe and respectful schools that children reach their full potential. Collectively, as parents, students and staff we share in the rights and responsibilities that create safe, caring, challenging, healthy and hopeful schools.

This "Rights and Responsibilities" handbook is a tool to inform staff, students and families of the policies, procedures, and laws relevant to promoting and enforcing our expectations for positive and caring learning environments. When we work together and share high expectations for responsible, respectful character, we can ensure students grow in positive ways and learn from teachable moments.

Please dedicate time to review this important information with your student(s) and consider this a resource guide to assist you in communicating the high expectations we share.

The key to student success lies in timely communication and trusting relationships between home and school. To "nurture, inspire and build" our students, we must work together in the great privilege and responsibility we have in educating children of strong character. Thank you for your partnership and reinforcing our high expectations for safe and respectful schools.

Best wishes for a successful 2021 – 2022 school year!

Tim Winter  
Superintendent

## Communications Message

The Communication & Community Relations department provides information and services to parents, community members, staff and students. We strive to provide our stakeholders the news they need and want about our district. The communications department takes pride in connecting our schools to the community. We believe that timely, incisive information helps students, parents and staff maximize their ability to promote student learning.

Our goals are to:

- effectively communicate our district's accomplishments
- build trust in the community and staff, and widen our community support base
- engage community members to help achieve district mission and goals
- listen to and respond to our community and staff
- foster positive relations with parents, staff, and community.

South Kitsap School District Community Relations policies and procedures can be viewed on our district website at: [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures).

Questions should be directed to Amy Miller in the Communications Department via phone at 360.874.7005 or email [millera@skschools.org](mailto:millera@skschools.org)

# South Kitsap School District

Annual Acknowledgement

2021 - 2022

Dear Parent/Guardian,

Please read the documents referenced in this letter. After you have read the documents, please sign and date each area to indicate that you have read, understand, and received a copy of each document or instructions on where to obtain a copy. **Your signature implies full understanding, legal validity, and affirmation to each document.**

This form will remain part of your student's cumulative file and MUST be completed each year. Additional copies of the documents referenced in this form can be found on the South Kitsap School District website at [www.skschools.org](http://www.skschools.org) or by requesting a copy from your student's school. If there are any portions of this form, or the documents referenced, that you do not understand, please make an appointment with your school administrator to discuss your questions.

**[This form must be completed by September 17, 2021.](#)**

## Opt-Out

Parents and adult or emancipated minor students may opt their children or themselves opt out of participating in any protected information survey. Please see Rights and Responsibilities Handbook, Board Policy #3232, Section 16 for additional information. If you do not have access to a computer, please request a copy of this document from the school office. *If you do not have access to a computer, please request a copy of this document from the school office.*

### **1. Attendance Policy and Procedure** - *If you do not have access to a computer, please request a copy of this document from the school office.*

State law for mandatory attendance requires children from age 8 to 17 to attend public school, private school, or a district-approved home school program. If your student has two or more unexcused absences in any given month or ten unexcused absences or more within a school year, we are required by law to take a range of actions including filing a petition with the juvenile court, alleging a violation of RCW 28A.225.0101, the mandatory attendance law.

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Parent/Guardian Signature

Today's Date

### **2. South Kitsap School District Rights and Responsibilities**

If you do not have access to a computer, please request a copy of this document from the school office.

I have reviewed the contents of the SKSD Rights and Responsibilities Handbook. I acknowledge that my student and I have been given notice of the types of misconduct for which discipline, suspension, or expulsion may be imposed and procedures for administering such corrective action. It has also provided me with important information regarding the Family Educational Rights and Privacy Act (FERPA), student use of technology, district pesticide uses and asbestos management practices.

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Parent/Guardian Signature

Today's Date

### 3. Internet Access Privileges

All students have internet access privileges under the guidelines of the District's acceptable use policy UNLESS a parent or guardian submits a written request for his or her student to opt out. Such exclusion does not preclude the supervised use of the internet in an instructional activity. See Rights and Responsibilities Information Handbook, Board Policy #2022, Section 6.

**Your signature indicates awareness only. A written request to opt out is required.**

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Parent/Guardian Signature

Today's Date

### 4. FERPA: Release of Directory Information

Under Federal Law (FERPA), the District may release directory information on a student without obtaining parent consent UNLESS a parent or guardian submits a written request for his or her student to opt out. The common use of directory information includes athletic contest and musical concert programs, and college recruiters. Such information shall not be released for commercial reasons. See Rights and Responsibilities Information Handbook, Administrative Procedure #3230, Section 12.

**Your signature indicates awareness only. A written request to opt out is required.**

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Parent/Guardian Signature

Today's Date

### 5. Student's Photo, Image, Video, or Comments

The District/School will assume permission to use a student's image (photo or video) or class work in District and school publications, and on District sponsored websites, UNLESS a parent or guardian submits a written request for his or her student to opt out.

The District/School will assume permission to use a student's image (photo or video), including comments in community newspapers or magazines, UNLESS a parent or guardian submits a written request for his or her student to opt out.

**Your signature indicates awareness only. A written request to opt out is required.**

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Parent/Guardian Signature

Today's Date

### 6. Release of student information

Directory information can be released publicly unless the parent, guardian, or adult student **submits a written** request for his or her student to opt out. The district has designated the following as directory information and may select from the following list, but is not required to include all or any of the following types of information: students name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, and the most recent previous school attended. Information may also be released to state and local officials pursuant to Washington State statute. For complete information please refer to the Rights and Responsibilities Information Handbook, Administrative Procedure #3230, Section 12.

**Your signature indicates awareness only. A written request to opt out is required.**

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Parent/Guardian Signature

Today's Date

**7. Surveys-Right to Inspect**

Parents, upon request, will have the opportunity to inspect the following:

- A. Surveys created by a third party before the survey is administered or distributed by a school to students;
- B. Instructional material used as part of the educational curriculum; and
- C. Any survey document used to collect information from students.

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Parent/Guardian Signature

Today's Date

**8. Release of Information to Military Recruiters (Grades 11-12 ONLY)**

The District/School will assume permission to release student demographic information to Armed Forces and Military Recruiters, or Military Schools UNLESS a parent or guardian submits a written request for his or her student to opt out.

**Your signature indicates awareness only. A written request to opt out is required.**

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Parent/Guardian Signature

Today's Date

# South Kitsap School District

## Annual Attendance Letter

2021 - 2022

Dear Parent/Guardian,

This year, the South Kitsap School District is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool, so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

### DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with a bully, or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

### WHAT WE NEED FROM YOU

We miss your student when they are gone, and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please **contact your school's attendance secretary. The South Kitsap School District will require annually, this signed attendance agreement stating that you agree with the importance of daily attendance.**

### OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

### SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6 or 7 years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

[We, the district, are required to take daily attendance and notify you when your student has an unexcused absence.](#)

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school, after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student, and school have made plan, so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan, the team that created the plan needs to reconvene. If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed, and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in juvenile court. If your student continues to be truant, you may need to go to court.

The **South Kitsap School District** established rules on attendance that will help you ensure your student is attending regularly. Please refer to the [Rights & Responsibilities Handbook](#) located on our website. [www.skschools.org](http://www.skschools.org).

## WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomachache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans forgetting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your student's teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Your signature below indicates that you have read and understand the attendance policies and procedures in South Kitsap School District.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**For School Personnel Only:** For data collection purposes and student information system coding

(N) Not Homeless    (A) Shelters    (B) Doubled-Up    (C) Unsheltered    (D) Hotel-Motel

**McKinney-Vento Act 42 U.S.C. 11435**

For purposes of this subtitle:

- (1) The terms enroll' and enrollment' include attending classes and participating fully in school activities.
- (2) The term homeless children and youths' –
  - (A) Means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1); and
  - (B) Includes –
    - (i) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
    - (ii) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(c);
    - (iii) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
    - (iv) Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
- (3) The term unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

**Additional Resources**

**Parent information and resources can be found at the following:**

National Center for Homeless Education

National Association for the Education of Homeless Children and Youth

(NAEHCY) Schoolhouse Connection

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## Introduction

This booklet has been adopted and distributed pursuant to RCW 28A.600.010 and WAC Chapter 392-400 which prescribe substantive and procedural due process rights of students and should be interpreted in accordance with those laws and regulations. Because board policies, procedures, statutes, and regulations mentioned herein are working documents and are continually changing, the most current copies may be obtained from the Office of the Superintendent or on the South Kitsap School Districts website ([www.skschools.org](http://www.skschools.org)).

This handbook also satisfies the District's obligations under the Drug-Free Schools and Communities Act Amendments of 1989, P.L. 101-226. Compliance with standards of conduct is mandatory.

Any section of this document or portion thereof, found by adjudication to be contrary to law or constitutional right, shall be stricken without effect to the remainder of the document.

## Our Mission

The students, staff, parents, and community of South Kitsap all play a vital role in our district's success as a center of learning. In order to nurture growth, inspire achievement, and build community we will:

- ✓ *Value and develop the gifts, talents and abilities of all our students through a caring and devoted partnership with our community;*
- ✓ *Foster a dynamic, responsive and nurturing learning environment that empowers our student to achieve their full potential through academic success, productive citizenship and personal responsibility;*
- ✓ *Focus on student learning by embracing diversity, encouraging creativity and real-world experience, and ensuring mutual respect and equal opportunities;*
- ✓ *Graduate highly skilled, motivated students who will thrive and contribute to the world community; and*
- ✓ *Hold ourselves accountable to our community to establish and maintain a tradition of excellence that is evident in the success of our students.*

## Our Expectations

The South Kitsap School District holds the following expectations of students, staff and parents/guardians in order to provide for a learning climate that holds the maximum possibility for the student achievement:

### Students:

- ✓ Demonstrate respect for all persons in the school community-staff, parents, and other students.
- ✓ Come to school/class every day, on time, prepared to learn and achieve at the highest levels.
- ✓ Learn what you are expected to and know and do.
- ✓ Always do your best work and ask for help when you need it.
- ✓ Read, understand, and commit to following the Rights and Responsibilities handbook and your local school rules.

### Staff:

- ✓ Demonstrate respect for all persons in the school, community, students, parents, and other staff.
- ✓ Begin school/class on time every day with purposeful activities.
- ✓ Set clear expectations for student achievement and behavior.
- ✓ Teach what students are expected to know and do.
- ✓ Develop a partnership with parents and the student to support the student's education.
- ✓ Communicate regularly with each student and parent regarding student progress and achievement, especially as this relates to graduation requirements.
- ✓ Read and understand the Rights and Responsibilities handbook and your local school rules and apply the policies and rules.

### Parents/Guardians:

- ✓ Demonstrate respect for all persons in the school community, students, staff, and other parents.
- ✓ Send your student to school/class every day on time and prepared to learn.
- ✓ Oversee your student's work and always expect his/her best effort.
- ✓ Develop a partnership with the teacher to support your student's education. Know that your student is on course for graduation.
- ✓ Communicate regularly with the teacher regarding your student's progress and achievement.
- ✓ Read and understand the Rights and Responsibilities handbook and your local school rules. Require your student to abide by these rules and regulations. These expectations are general in nature. Each school will be developing approaches to items mentioned above and will communicate those to you through their school communication system.

## Section 1: Athletics

Student Sports – Concussion, Head Injury Sudden Cardiac Arrest  
Board Policy and Procedure 3422 and 3422P [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

### Athletic Code

#### Statement of Philosophy

Athletics and activities in South Kitsap School District strive first and foremost to enhance academic excellence and personal growth through involvement in athletics or activities. Our mission is to create an environment in which our student participants develop skills for life while achieving competitive success. All participants are expected to exemplify six core principles:

1. Trustworthiness
2. Respect
3. Responsibility
4. Fairness
5. Caring
6. Good Citizenship.

#### **We believe that all participants in extracurricular athletics and activities should:**

- Experience highly competitive and challenging situations, which promote mental poise and emotional stability.
- Learn the meaning and value of group loyalty and group morale. Experience the esprit de corps that is developed when members of a team practice together, suffer and endure together, and win and lose together.
- Develop an understanding and tolerance for the strengths and weaknesses of oneself and others. Learn to judge others by their behavior and contribution to the success of the team or group, and disregard economic, racial, or religious differences.
- Gain self-confidence, recognition, prestige, and group approval.
- Learn to work cooperatively as a member of a group striving for a common goal and realize that this goal cannot be successfully achieved unless one learns to abide by the rules and play the game fairly.
- Experience the gratification of winning and the humbling lesson of defeat.
- Share a common experience with parents or other family members who themselves may have participated in or enjoyed supporting high school sports and activities.
- Pursue victory and excellence with honor.

#### **Additional Obligations of Athletics and Activities Participants**

Extracurricular athletics and activities include all activities that are in addition to classroom instruction and have no bearing on a course grade or course credit. Because participation in extracurricular athletics and activities is considered a privilege, the student accepts the training rules, regulations, and responsibilities unique to the individual activity program in which he/she participates. In addition to the student conduct rules in Procedure 3240, extracurricular athletics and activities participants are also governed and are to abide by this Extracurricular Athletics and Activities Code. Participation in extracurricular athletics and activities within the South Kitsap School

District requires that the student maintain successful performance in academics, citizenship and that the student remain in good standing as defined within the Extracurricular Athletics and Activities Code. Those students who violate the Extracurricular Athletics and Activities Code shall be subject to corrective action which may include permanent exclusion from participation in school district extracurricular activities. Such

consequences may be in addition to corrective actions imposed by school administrators for violations of general student conduct rules.

### General Regulations

- A. Athletes must follow Washington Interscholastic Activities Association rules, including those regarding eligibility, transfer, physical examinations, insurance coverage, starting dates, and use of school equipment.
- B. No athlete may quit one sport and turn out for another after the 5<sup>th</sup> day of the respective season has begun without the mutual consent of the coaches.
- C. Travel Rules for Athletes/Activities
  1. School transportation will be provided for away contests or competitions. The participant **must travel to and from** athletic contests with the team in transportation provided for this purpose. Only on personal **written** request of a parent/guardian, for a special circumstance, will this practice be altered. **Students will only be released to their parent or guardian.**
  2. Athletes are expected to remain with their squad and under the supervision of their coach when attending any contests.
  3. Misconduct of any sort while traveling to and from an away contest will be dealt with according to school and team policies.
  4. Visiting athletes are direct representatives of their school, community, and homes and should conduct themselves accordingly.
- D. Completion of the athletic season in good standing is required in order for the student to be eligible for a varsity letter or other team or individual awards. (Exception: Injury which limits participation.) Each sport/activity may develop lettering criteria which is more demanding than this policy.
- E. An athlete who has been injured should report injuries immediately to the coaching staff and/or Certified Athletic Trainer.
  1. The Certified Athletic Trainer or coaching staff will treat injuries and will administer first aid and therapy if in their judgment it is needed.
  2. The Certified Athletic Trainer or coaching staff may recommend where treatment for sports-related physical problems can be obtained.
  3. The Certified Athletic Trainer or coaching staff may require that a medical authority check an injury and clear the athlete before allowing the athlete to return to the activity.
  4. All visits to a medical professional must be reported to the Certified Athletic Trainer or coaching staff and a medical professional's note detailing the visit and clearing the athlete for participation must be on file. The following information should be included in the note:
    - a. Date of examination
    - b. Diagnosis
    - c. Date of clearance
    - d. Recommended treatment
- F. Any display of unsportsmanlike conduct toward an opponent or official; use of profane or vulgar language or gestures; game ejections; or technical fouls during a practice or contest will result in the appropriate corrective action.

- a. per WIAA rule, If a coach or player is ejected from a contest they are ineligible to coach or play for the remainder of the contest, and must sit out the next contest in that sport at the same level of competition from which the person was ejected.
  - b. The South Kitsap School District places high importance on sportsmanship and will add an additional game suspension for any coach or player ejected from a contest if the ejection was because of profane/abusive language or violence.
- G. School-owned equipment and uniforms checked out by a participant in any extracurricular activity are his/her responsibility. The loss or misuse of this equipment will be the financial obligation of the participant. Individuals will not be allowed to participate in any co-curricular activity until this obligation is fulfilled.
- H. Coaches and activities supervisors may set dress and grooming standards for students participating in a sport or activity. Any student representing the school in that sport or activity must meet this dress and grooming standards.
- I. A participant is expected to attend all scheduled practices, meetings, contests and performances whether or not school is in session. If it is found necessary to miss such, prior arrangements must be made with the coach. Students are not to be given special treatment or privileges on a regular basis to enable them to participate in non-school athletic activities, such as reduced practice times, special workouts, late arrivals, or early dismissals.
- J. Clean Slate Rule: Following the 8th grade, a student-athlete may ask for a hearing before the Athletics/Activities Appeal Board to begin a new (clean) slate for his or her high school career. Following this hearing, the Board may clear any previous violations of the Athletics and Activities Code.
- K. Athletic suspensions (which are in percentages) are rounded to the nearest whole number. For example a 25% suspension of a 10-game season is equal to two and one half (2.5) games. Two and one half (2.5) games will be rounded to three games. An athletic suspension may be served only in a sport for which the athlete appears on the roster for a full season. If a student quits a team after serving an athletic suspension, the suspension must be served again during the next sport for which the student turns out.

### Student Attendance Requirements

- A. Attendance at school for at least one-half of the school day is required if the student is going to participate in a practice or interscholastic contest on the same date. If the student is not in class but has a school approved off-campus pass or is part of an approved school activity, he/she may compete in an interscholastic contest on that date.
- B. Students on suspension (in-school or out-of-school) may not participate, for the duration of the suspension, in a practice or extracurricular athletic event or performance. If a student has been excluded from school for any length of time during a season in which they are not participating in activities or athletics, he/she may be placed on probation for the next activity season.
- C. Truancy or unexcused absence from any class or portion of a class will be dealt with as follows:
  - 1. First Offense: Suspension for the immediate or subsequent contest or event.
  - 2. Second Offense: Suspension for the remainder of the extracurricular activity season.
- D. Truancy from practice may result in suspension for the next contest or event as determined by the coach and/or athletic director.

## High School Eligibility

Students who wish to participate in athletics or activities must meet the scholastic eligibility standards of WIAA Rule 18.6. Students must be enrolled in a minimum of four full-time classes and have passed at least five full-time classes in the immediate preceding semester. The WIAA rule is that students must pass classes based on the following school schedules:

<b>Schedule</b>	<b>Passing</b>
5 period schedule	4 classes
6 period schedule	5 classes
7 period schedule	6 classes
8 period schedule	7 classes

Athletes who do not meet the WIAA B. It is the belief of the South Kitsap School District that successful academic performance is important for all students. Therefore, to participate in athletics/activities our students must meet the following academic standard:

**“A”= 4 Points “B”= 3 Points “C”= 2 Points “D”= 1 Point “F”= 0 Points.**

- If passing all 6 classes, 11 points are required. (1.8 GPA)
- If passing 5 out of 6 classes, 12 points are required. (2.0 GPA)
- Pluses and minuses are not figured into point total, and one point is added to each grade earned in an Advanced Placement class.
- Student participants with less than five classes, please refer to the chart below:

<b>Schedule</b>	<b>Passing All Classes</b>	<b>Failing 1 Class</b>
5 period schedule	9 points	10 points
6 period schedule	11 points	12 points
7 period schedule	13 points	14 points
8 period schedule	15 points	16 points

## Fall eligibility:

Initial eligibility will be determined by grades from previous semester that ended in June.

Players who fall below WIAA standard are ineligible for 5 weeks

Players who meet WIAA standard but fall below SK standard miss 20% of the season.

(2 football games, 3 VB, 3 soccer, 2 golf, 2 XC, 3 boys' tennis, 2 swims, 3 water polo)

Players can use summer school grades to substitute for previous semester grades and allow them to meet WIAA or SK standard.

## Winter eligibility:

Initial eligibility will be determined by the player's 1<sup>st</sup> quarter grades. Students who are not meeting the SK standard will be allowed to tryout but must show proof of meeting the grade standard before they can compete in contests

Grades will be checked on the Friday of the 12<sup>th</sup> week. Players who fall below SK standards will be informed on the following Monday and have the remainder of the week to raise their grades so that they meet the requirements. Players who do not raise their grades in the ensuing week will be ineligible on Friday at 3 p.m.

Grades will be checked at the end of the semester. Players who do not meet the SK standard will be out for 3 weeks from the day grades are posted.

## Spring eligibility:

Initial eligibility will be determined by a grade check during the clearance process for spring sports. Players who fall below SK standards will be allowed to tryout but must show proof of meeting the grade standard before they can compete in contests.

Grades will be checked for all athletes on the Friday of the 6<sup>th</sup> week of the semester. Players who fall below SK standards will be informed on the following Monday and have one week to raise their grades so that they meet the requirements. Players who do not raise their grade in the ensuing week will be ineligible on Friday at 3 p.m.

Grades will be checked on the Friday of the 12<sup>th</sup> week of the semester. Players who fall below SK standards will be informed on the following Monday and have the remainder of the week to raise their grades so that they meet the requirements. Players who do not raise their grade in the ensuing week will be ineligible on Friday at 3 p.m.

### **Middle School Athletic Academic Eligibility:**

Students who wish to participate in athletics or activities must meet the scholastic eligibility standards of WIAA Rule 18.6. Students must be enrolled in a minimum of four full-time classes and have passed at least four full-time classes in the immediately preceding trimester/semester.

It is the belief of the South Kitsap School District that successful academic performance is important for all students. Therefore, to participate in athletics/activities our students must meet the following academic standard:

**“A”= 4 Points “B”= 3 Points “C”= 2 Points “D”= 1 Point “F”= 0 Points.**

- If passing all 6 classes, 11 points are required. (1.8 GPA)
- If passing 5 out 6 classes, 12 points are required. (2.0 GPA)
- Pluses and minuses are not figured into point total, and one point is added to each grade earned in an Advanced Placement class.
- Student participants with less than five classes, please refer to the chart below:

<u>Schedule</u>	<u>Passing All Classes</u>	<u>Failing 1 Class</u>
5 period schedule	9 points	10 points
6 period schedule	11 points	12 points
7 period schedule	13 points	14 points
8 period schedule	15 points	16 points

A student participant who fails to meet the above academic criteria during the preceding trimester/semester shall be placed on probation. The academic probationary period will be set by whichever of the following two standards results in a longer probationary period:

1. **WIAA standard (Rule 18.6.5):** \*\* 5 weeks from the start of the trimester/semester at the high school level and 3 weeks from the start of the trimester/semester at the middle level. \*\* Students will be eligible the 4<sup>th</sup> Monday of the school year.
2. **SKSD standard:** 20% of contests or performances.

Student participants must meet the SKSD academic standard at the end of their probationary period to resume competing or performing. Student participants are required to attend all team practices and meetings during their academic probationary period.

### Season 1 Eligibility:

Student academic eligibility for athletics will be determined by grades from the semester that ended the previous June. Students must meet the requirements listed above. Students who fail to meet the WIAA standard are ineligible for competition through the first 3 weeks of school (3 or more days of school shall constitute a full week). Students will be eligible the Monday of the 4<sup>th</sup> week provided they meet academic standards listed above.

Students who meet WIAA academic standards but fall below SKSD standards will miss the 20% of the season (Football: 1 game; Volleyball: 2 games; Cross Country 1 contest. Note: Jamborees do not count as contests).

The school athletic director will perform a grade check on the Friday of the 4<sup>th</sup> week of the season. Student participants who fall below the SK academic standards will be notified the following Monday. Student participants will have until the ensuing Friday to show they are meeting standard. If the student participants are not to standard by Friday, the student participants will be ineligible for games/matches until they can demonstrate they are meeting standard. They will be expected to continue to attend practices, meetings and games during the suspension period (except in cases where coaches excuse student participants to work on improving their academic standing).

#### Season 2, 3, 4 Eligibility:

- A. Student academic eligibility for athletics will be determined by a check of current grades at the beginning of the season. Students must meet the requirements listed above. Student participants who fall below academic standards can still tryout and be selected for the team but are ineligible for games/matches until they can demonstrate they are meeting standard. Student participants will be expected to continue to attend practices, meetings and games during the suspension period (except in cases where coaches excuse student participants to work on improving their academic standing).
- B. The school athletic director will perform a grade check on the Friday of the 4<sup>th</sup> week of the season. Student participants who fall below the SK academic standards will be notified the following Monday. Student participants will have until the ensuing Friday to show they are meeting standard. If the student participants are not to standard by Friday, the student participants will be ineligible for games/matches until they can demonstrate they are meeting standard. Student participants will be expected to continue to attend practices, meetings and games during the suspension period (except in cases where coaches excuse student participants to work on improving their academic standing).
- C. Age: A student must be less than twenty (20) years of age at the beginning of that sport season.
- D. Residence: Should your parent/guardian not live in the South Kitsap School District service area; you must clear your eligibility with the athletic director before participating to avoid jeopardizing the team with forfeiture of interscholastic contests.
- E. Amateur Standing: In order to maintain amateur standing, the student/athlete may not:
  - 1. Accept merchandise of more than \$500 in value;
  - 2. Accept cash awards;
  - 3. Enter competition under a false name; or
  - 4. Sign or ever have signed a contract with or play or ever have played for a professional team or a professional sport (whether for a money consideration or not).
- F. Season Limitation: After entering the ninth grade, a student shall have four (4) consecutive years of interscholastic eligibility. Repeating any grade, nine through twelve, whether a student participates or not will count towards a student's four (4) consecutive years of high school eligibility.
- G. Exchange Students: Students from a foreign country must fill out a form and be cleared for participation by the Washington Interscholastic Activities Association before competing on an interscholastic team.

#### Requirements for Participation

- A. Complete district participation Form 110, available at school sites or online at [www.skschools.org](http://www.skschools.org).

Form 110 includes:

- 1. Demographic information
- 2. Parent permission

3. Proof of insurance: Insurance is required for athletic participation and recommended for students in other activities. The parent/guardian is responsible for payment for medical care which results from injury. It is recommended that insurance cover the following:

- a. Possible emergency medical costs including X-rays, hospitalization, surgical costs, and ambulance fees
- b. Dental costs for emergency dental care
- c. Signed risk of injury statement
- d. Physical with current medical history to participate in athletics

B. Sign student athlete eligibility checklist (HS only)

C. Complete and sign emergency medical card

D. Purchase an ASB card to support activities

E. Pay the participation fee prior to the first turnout

F. In cut sports, participation fee is due prior to the first contest. Cut sports include basketball, baseball, volleyball, fastpitch, and soccer. Other sports may be determined to be cut sports on an annual basis).

G. Pay all fines prior to first turnout.

### Conduct and Citizenship Standards

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship.

1. Students who wish to participate in extracurricular activities are visible representatives of their team, school and community. They are expected to maintain high standards of conduct in school and in the community and during all school related travel and events. They are expected to assume the responsibilities of a positive role model. Conduct that detracts from those expectations, such as chemical use, criminal behavior, or unsportsmanlike behavior, will result in the appropriate corrective action.

2. Sportsmanship and integrity are solid expectations of extracurricular participants. Display of unsportsmanlike conduct, use of profanity, game ejections, technical fouls, unsportsmanlike conduct penalties or other offenses will result in the appropriate corrective action.

3. Harassment, discrimination or hazing (initiation) will not be tolerated. This includes all such behavior that occurs on the basis of gender, race, ability, religion, or position, or for any other reason. Violations of these expectations will result in the appropriate corrective action and, if applicable, referral to law enforcement officials.

4. Students who are suspended from school may not practice or compete during the period of suspension. Serious classroom discipline problems will result in the appropriate corrective action.

### Use of Drugs, Alcohol, and Tobacco

A. Rule: A student must be free from actual or constructive possession of drugs, alcohol, or tobacco products on or off-campus, in-season or out-of-season, to be eligible to participate in extracurricular activities.

B. Definitions:

**Actual Possession** — The act of having a substance in one's custody or control.

**Constructive possession** — A circumstance in which a student has knowledge that alcohol, drugs, or tobacco are available and/or are being unlawfully used by others and the student fails to remove himself or herself from the premises as soon as it is reasonably safe to do so

**Investigative Discovery** — Occurs when an administrator or coach determines after investigation that a student athlete has committed an athletic code infraction when it was not admitted by the student.

**In-season** — The time period from the first day athletics/activities begin in August through the last day of the school year. Summer camps run by the SKSD or non-SKSD camps chaperoned by SKSD employees will be considered in-season.

**Out-of-season** — The time period from the first day summer vacation until the first day of athletics/activities in August.

**Self-Admittance Discovery** — Occurs when a student athlete admits that he or she has committed an athletic code infraction and cooperates in any investigation.

### **Corrective Action for Drugs or Alcohol Related Exceptional Misconduct/Citizenship Violations**

**1st Offense:** Exclusion from competition for 25% or 50% of the regular season. If the rule violation is determined by investigative discovery, the exclusion will be for 50% of the scheduled contests. If the rule violation is determined by self-admittance discovery, the exclusion will be for 25% of the scheduled contests. All practice requirements will remain. Required drug/alcohol insight class/screening and follow all recommendations. If there is less than 25% or 50% of the season remaining suspensions will carry over into the postseason. This may cause the participant to be eliminated from postseason competition. If violation occurs during post season, participant will be removed from the team for the remainder of competition.

**2nd Offense:** Exclusion from athletic/activity programs for one calendar year from the date of the second violation.

**3rd and Subsequent Offenses:** Expulsion from athletic/activity programs for remainder of school career.

### **Procedures for Corrective Action**

- A. The head coach/advisor, principal and /or assistant principal, and activities director shall jointly make decisions in relation to corrective action resulting from violation of the Extracurricular Athletics and Activities code.
- B. The student participating in any extracurricular activity will be notified of the reason(s) for any corrective action. Also, he/she will be notified how he/she may make necessary corrections.
- C. Parents will be notified, in writing, of any probation or exclusion from contests.
- D. Appeals of corrective actions for violations of the Extracurricular Athletics and Activities Code should be promptly directed to the Athletics/Activities Appeal Board. The Board consists of the following individuals:
  1. The Athletic Director/Activities Director from the student's school
  2. A principal or assistant principal from the student's school
  3. A principal or assistant principal from another secondary school
  4. A coach from the student's school
  5. One district employee selected by the student (a teacher, coach, counselor or administrator).
- E. The Athletics/Activities Appeal Board shall notify the parents, in writing, of their decision regarding the appeal.
- F. Parents may appeal the Athletics/Activities Appeals Board's decision to the superintendent or their designee.

### **Parent/Coach Communication**

- A. Communication to expect from your athlete's coach:

1. Philosophy of the coach.
2. Expectations the coach has for your son/daughter.
3. Locations and times of practices and contests.
4. Team requirements: equipment, off-season training, etc.
5. Procedures you should follow should your son/daughter become injured during participation.
6. Participant conduct code and consequences for not following these guidelines.
7. Requirements to earn a letter.
8. Disposition of lost/outstanding equipment at the end of the season
9. Communication concerning your athlete's role on the team and how he/she fits into the future of the program.

B. Communication coaches expect from parents:

1. Concerns expressed directly to the coach first.
2. Notification of schedule conflicts well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.

C. As your son/daughter becomes involved in the athletic programs in our district, he/she will experience some of the most rewarding moments of his/her life. It is also important to understand that there will be times when things do not go the way your son/daughter wishes. At these times, discussion with the coach may be the quickest and most effective way to clear up issues, avoid misunderstandings, and create opportunities for life lessons.

D. Appropriate concerns to discuss with coaches:

1. The treatment of your son/daughter, psychologically and physically.
2. Ways to help your son/daughter improve.
3. Concerns about your son/daughter's behavior.

E. Some situations may require a conference between the coach, the athlete, and the parent. These are encouraged. It is important that all parties involved have a clear understanding of the other person's role and position. When these conferences are necessary, the following procedures should be followed to help resolve the concern. If you have a concern to discuss with a coach, please follow this procedure:

1. Please do not approach a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meeting at these times usually does not work well for any of the parties involved.
2. Your son/daughter should first talk with the coach about his or her concerns.
3. Call to set up an appointment with the coach.
4. If the coach cannot be reached after a reasonable time, contact the Director of Athletics and he will arrange an appointment for you.
5. If your meeting with the coach does not provide a satisfactory resolution, set an appointment with the building Athletic Director to discuss the situation.
6. If you elect to further pursue a concern you have regarding your son/daughter's experience in one of our athletic programs, please make contact as follows:

- a. Principal
- b. District Athletic Director
- c. Superintendent or designee

F. At times it may be difficult to accept the fact that your student is not playing as much as you or he/she would like. Coaches are professionals who make judgment decisions based on what they believe it is best for the team and all involved. As you have seen from the list above, certain things can and should be discussed with the coach. We ask that other things, such as those that follow, be left to the discretion of the coach.

1. Playing time
2. Team strategy
3. Matters concerning other student-athletes

**Questions**

For questions about the Extracurricular Athletics and Activities Code, please contact Eric Canton, Director of Athletics at the Athletics Office at (360) 874-5731

**Section 2: Attendance – Excused & Unexcused Absences**

Board Policy and Procedure 3122 and 3122P [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

Daily attendance in school is absolutely one of the best ways for students to be successful in their education. Your student can start building this habit in preschool, so they learn right away that going to school on-time, every day is important. There a wide variety of reasons that students are absent from school; illness, health condition or medical appointments, or other excused absence consistent with WAC 392-401. When a student is absent from school, or plans to be (excused or unexcused), parents/guardians need to report the absence to their students’ school within 24 hours of the absence when possible, either by phone or email. Elementary students with five or more excused absences in one month or ten or more in a school year, the school will schedule a conference to identify any barriers and help with finding supports and/or resources that may be available. Any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.

Unexcused Absences/Tuancy	Action
1 unexcused absence within any month.	Notify parent/guardian by phone or email.
3 unexcused absence within any month.	Conference with student and/or parent to develop a plan of action for regular attendance.
Two or more, but before 5 unexcused absences.	Parent conference Students 504 plan team will meet to consider the reasons for absences.
No later than 7 unexcused absence in any month.	District will enter into an agreement with parents and student to improve student attendance. Referral to the Community Truancy Board, or File a petition and affidavit with the juvenile court. RCW 28A.225.010.
No later than 15 unexcused absence in any month or 10 in a school year.	District will file a petition and supporting affidavit for a civil action in juvenile court.

**Dress Code –** Policy and Procedure 3224 [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

Students are expected to dress appropriately for school. The District Dress Code applies to ALL school days and at ALL school events:

- Do not wear clothing or accessories that present a health or safety hazard or would damage school property.
- Clothing must cover the torso/midriff, cleavage, and undergarments.
- Clothing, accessories or displays associated with gang affiliated behavior are not permitted.
- Sunglasses are not to be worn indoors.
- Clothing, accessories such as face coverings, or jewelry that displays or promotes alcohol, tobacco, drugs, weapons, illegal actions, or obscene and vulgar messages or interrupts the educational process are not permitted.

**Field Trips/Interscholastic Activities**

Field trips, excursions, and outdoor education are part of a student’s education. As these events are out of the ordinary, school field trips are an area ripe with possibilities for injuries and liability. All school rules and policies will therefore apply and will be enforced while students are participating in any such activity.

## High School Graduation Requirements – Policy and Procedure 3412

[https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

If students fulfill graduation requirements by the end of the last term of their senior year, they may participate in graduation ceremonies and will be awarded a diploma. Graduation ceremonies will be conducted in the following manner:

1. Each participating student must participate in graduation ceremony rehearsal.
2. Rent or purchase a cap and gown as designated by the school administration.
3. Students who participate will be expected to use good taste in their choice of accessories.
4. Each student will be expected to cooperate with the class advisor and participate in all parts of the graduation ceremony.
5. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.
- 6.

### Section 3: Student Safety Walking, Biking and Riding Buses

Policy and Procedure 6605 [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

The district will adopt a comprehensive school trip safety program that addresses bus safety, walking and biking route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around the school campus and safety education and enforcement.

#### Safety Advisory Committee

The superintendent will establish a Safety Advisory Committee (SAC) pursuant to WAC 392- 151-017 to develop and maintain a comprehensive school trip safety program. The committee will also develop and maintain the school patrol program in compliance with RCW

46.61.385 and review and approve each school's Safe Routes to School plan. The superintendent will develop specific responsibilities and reporting relationships of the committee, including how the SAC relates to individual school safety programs.

#### Bus Safety

The superintendent or designee will develop written rules establishing the procedures for bus safety and emergency exit drills and for student conduct while riding on buses. The procedures for bus safety will include rules restricting bus access to students and those persons authorized by the superintendent and/or his or her designee(s) to ride the bus to and from any school activity

The bus driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the bus. No bus driver shall order or allow a student to disembark at other than his/her customary boarding or alighting place, unless so authorized by the superintendent or designee. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment. Bus drivers are expressly prohibited from allowing anyone to board the bus who is not a student, or a person authorized to ride the bus by the superintendent and/or his or her designee(s).

#### Emergencies

In the event of an accident or other emergency, the bus driver will follow the emergency procedures in accordance with the School Bus Driver Handbook (SPI). A copy of the emergency procedures will be in each bus. To ensure the success of such emergency procedures, each bus driver will conduct an emergency evacuation drill within the first six weeks of each school semester. The district will conduct such other drills and procedures as may be necessary.

### Student Conduct on Buses

The superintendent or designee will establish written rules of conduct for students riding school buses. Such rules will include as a minimum, the requirements of WAC 392-145-021 and will be reviewed annually by the superintendent or designee and revised if necessary. If the rules are substantially revised, they shall be submitted to the board for approval.

At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver will review the rules with the students at or near the beginning of each school year. A copy of the rules will be available upon request at the district office.

### Safe Routes to School Plan

Pursuant to WAC 392-151-025, all elementary schools that have students who walk to and from school are required to develop a suggested route plan. All schools are encouraged to have a walking/biking route plan in place. To develop the school walking/biking route plans, the superintendent or designee will establish a Safe Routes to School committee.

The committee will conduct a walking and biking audit within a one-mile radius of the school and develop a Safe Routes to School walking/biking map or plan. The plan will recommend the best routes for students walking to and from school, as well as the best routes to and from school bus stops. In developing the plan, the committee will consider, at a minimum, the following:

- traffic patterns;
- existing traffic controls;
- existing school patrols;
- limits on the number of school crossings so that students have to move through the crossings in groups;
- allowing only one entrance-exit from each block to and from school;
- routes that provide the greatest physical separation between walking children and traffic;
- routes that expose students to the lowest speeds and volumes of moving vehicles; and
- routes that include the fewest number of road or rail crossings;

The superintendent or designee will review the plan with the Safety Advisory Committee and, upon its approval, distribute the plan to all students with instructions that it be taken home and discussed with parents. The plan will be routinely updated as conditions change. The superintendent or designee will include the plan in the district's School Wellness Plan to encourage parents and students who walk and bike to school to use the recommended routes.

### Student Conduct on Buses

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus will be enough cause for the principal to suspend the transportation privilege.

Rules of conduct for students riding buses:

- A. Students will obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and will be obeyed. If an aide is assigned to the bus by the district, he/she shall be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach or other staff member.
- B. Students will ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
- C. Students will not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.

- D. Students assigned seats will use only that seat unless permission to change is authorized by the driver.
- E. Students will observe rules of classroom conduct while riding on buses. Noise will be kept down to avoid distracting the driver. Students will refrain from the use of obscene language or gestures.
- F. Students will not smoke or ignite lighters or matches on buses.
- G. Students will not eat on buses, except when specifically authorized and supervised by an accompanying teacher, coach or other staff member. Buses shall be kept clean.
- H. Students will not open bus windows without the driver's permission.
- I. Students will not extend any part of their body out of bus windows at any time.
- J. Students will not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings shall be kept out of aisles.
- K. Students will not have animals on buses, except one that is aiding a disabled student.
- L. Students will not sit in the driver's seat or to the immediate right or left of the driver.
- M. Students will refrain from talking to the driver unless necessary.
- N. Students will always go directly to a seat once inside the bus and remain seated unless the driver instructs otherwise.
- O. Students will get on/off the bus in an orderly manner and will obey the instructions of the driver or school safety patrol persons on duty. There will be no pushing and shoving when boarding or leaving the bus. Once off the bus, students will adhere to rules for pedestrians.
- P. Students will never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
- Q. Students will stand away from the roadway curb when any bus is approaching or leaving a stop.
- R. Students going to and from their bus stops where there are no sidewalks will walk on the left-hand side of the roadway facing oncoming traffic. Students will go directly to their home after leaving the bus.
- S. Students will use lap belts on buses when available.
- T. Students will follow emergency exit drill procedures as prescribed by the driver.
- U. Students will not tamper with emergency doors or equipment.
- V. Students will remain quietly seated, not exhibit disruptive behavior and turn off all noise- making devices at highway rail grade crossings.
- W. Parents of students identified as causing damage to buses will be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
- X. Student misconduct will constitute sufficient reason for suspending transportation privileges.

### Disciplinary Procedures for Bus Incidents

Principals are responsible for correcting students whose abusive behavior results in a bus-incident report or violates the rules above. The principal shall provide supervision during bus arrival and departure times and receive reports (written and oral) from the drivers. The principal will ensure that students comply with the specified regulations. Principals must maintain open lines of communication among school officials, bus drivers and the transportation department.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these standards may result in formal complaints by citizens which may be forwarded to

principals for possible corrective action.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver or bus supervisor communicates a student's conduct to the school and transportation department. This report, in most cases, reflects an infraction of rules which is repeated by the student after his/her having received previous oral warnings from the driver or bus supervisor. In order for drivers and bus supervisors to effectively maintain control on their buses, it is expected that action be exercised by principals when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the driver or bus supervisor will complete a report on the student describing the incident or damage that occurred. The driver or bus supervisor will provide the student with a copy of the report, hand the original report to the principal and submit a copy to the transportation supervisor. The copy of the report concerning special education students shall be given to the principal for disposition.

The principal upon receiving the report will investigate the circumstances surrounding the incident and act according to the procedures set forth in the district's policies pertaining to corrective action and punishment. When investigating the incident, the primary concern must be with respect to the safe transport of students. Corrective action, if necessary, should be consistent throughout the district as follows:

- A. Warning: When a student's misconduct is of a minor nature which does not jeopardize the safety or welfare of other students or the operation of the bus.
- B. Suspension: When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.
- C. Expulsion: When a student's misconduct is of such nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., student assaulting the driver).

The action taken by the principal will be annotated on the report and forwarded to the student's parent for signature. The transportation department will be notified.

Drivers will be advised to file assault and battery charges against students who physically assault them. Under no circumstances will the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

The student or parent of a student who has been suspended from receiving transportation entitlements may appeal the principal's decision by submitting a written statement to the superintendent. The superintendent will render a decision after evaluating the issues and facts involved. If the decision is based on issues unrelated to those described in the district's rules of conduct for students riding buses, the decision will require board concurrence before implementation.

### Emergencies

The transportation supervisor will review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook. At the start of each field trip or extracurricular trip, the school bus driver will review with all passengers the location and use of the emergency exits, emergency

equipment and any district emergency procedures.

In the event of a collision, the driver will contact the transportation supervisor who will:

- A. Determine the nature of the collision;
- B. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;
- C. Contact the state patrol regarding the accident;
- D. Advise the superintendent of schools;
- E. Investigate the accident and gather the names of all students and witnesses;
- F. Dispatch another bus to transport the students to their destinations;
- G. Contact the parent(s) or guardian(s) of any students who are injured.

To facilitate the responsibilities assigned to the transportation department, the supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers that are authorized to ride each bus route.

## **Section 4: Discipline Process – Student Discipline**

Policy and Procedure 3241 and 3241P [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

In order to support safe, nurturing and productive learning environments, the South Kitsap School District encourages schools to take an instructive, restorative, and corrective approach in regard to student behavior. The goals of these approaches are to correct inappropriate or unacceptable behavior and to assist students in developing empathy for others, accepting responsibility for their actions, developing the capacity to improve their behavior, and repairing the harm caused as a result of their behavior.

Schools are encouraged to establish clear expectations for student behavior and methods for supporting students' ability to meet these expectations. When appropriate, schools may identify additional learning opportunities which may support students' ability to meet expectations through a multi-tiered system of support.

When appropriate, schools are encouraged to support students in understanding harm that has been caused through a student's action, whether intentional or unintentional, and identifying the needs of the students involved. Efforts will be taken to both encourage accountability and responsibility by the author of those actions as well as to reintegrate all students into the school or classroom community. This approach may be supported using restorative contracts, impromptu conferences, restorative circles, or formal conferences.

In those instances, when corrective actions are determined to be necessary, schools may consider both the severity and frequency of the behavior when determining which corrective action is most appropriate.

While administrators normally apply the concept of progressive discipline in working with students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, South Kitsap School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e. conduct that is so frequent or serious in nature, in terms of the disruptive effect upon the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a threat or disruption to other students at school.

### **Discipline and Confidentiality:**

Federal law prohibits school from disclosing personally identifiable information from a student's education record that would be considered harmful or an invasion of privacy if disclosed. This includes revealing any information about student discipline. While we understand at times a parent may want to know if and how another student was reprimanded for an incident, please be aware information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974, 20 USC 1232g and adopted District policy.

## Definitions

*Behavioral violation* means a student's behavior that violates the districts discipline policies.

*Classroom exclusion* means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements in WAC 392-400-330 and 392-400-335. A classroom exclusion may be administered for all or any portion of the balance of the school day in which the student was excluded from the student's classroom or instructional or activity area. The district will provide the student an opportunity to make up any assignments and tests missed during the classroom exclusion. Classroom exclusion does not include actions that result in missed instruction for a brief duration when a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and the student remains under the supervision of the teacher or other school personnel during such brief duration.

*Discipline* means any action taken by a school district in response to behavioral violations.

*Disruption of the educational process* means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

*Detention* occurs for minor infractions of school rules or regulations or for minor misconduct, administrators and teachers may detain students outside of school hours, for not more than 100 minutes on one or more days. Saturday work assignments, up to five hours or other after-school-hour service projects, may be assigned by the principal/designee as alternatives to suspension or other discipline. In all cases in which detention is to be used, notice shall first be given to the parent/guardian to inform that person of the basis and reason for such action and to permit arrangements for the necessary transportation of the student.

The parent/guardian, if the student is a minor, shall be responsible for the transportation of the student when he/she has been detained after school hours for corrective action. All students detained for corrective action shall be under the direct supervision of a school district employee.

*Emergency Expulsion (EE)* means the removal of a student from school because the student's statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530. An emergency expulsion must end or be converted to another form of corrective action within a 10-day period.

*Expulsion (E)* means a denial of admission to the student's current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480. This includes the denial of attendance for a period of time up to, but not longer than, the length of an academic term, as defined by the school board, from the time a student is removed from his or her current school placement by a school district superintendent or a designee of the superintendent. An expulsion also may include a denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the school district. Except for firearm violation in accordance with WAC 392-400-820, a school district may not administer an expulsion for any student in kindergarten through fourth grade.

*Restorative Conference/Contracts (RC)*: Restorative justice conferencing is a formal, structured, facilitated meeting that brings together those affected by harm to listen to how each other has been affected and decide on a resolution to that harm. Restorative contracts are an opportunity to consider and agree to a strategy for future good behavior/positive relationships; they formalize the act of resolution and agreement into a written

### Types of Discipline

- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact (PC)
- Substance/Risk Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)

document. They clearly set out the changes that need to take place, how they are going to happen and who is going to support this process.

*School Intervention or "Other Forms of Discipline"* means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

*Severity/Frequency:*

- **Minor/Initial** – The impact of the student’s behavior has limited/minor disruptive impact and is behavior not previously addressed with this student.
- **Moderate/Repeated** – The impact of the student’s behavior has a broader or more disruptive impact and/or this is behavior which has previously been addressed with the student.
- **Severe/Persistent** – The impact of the student’s behavior has a widespread or more significant disruptive impact and/or this is behavior which has not changed after multiple times of addressing it with the student.

**Suspension:** means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsion. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.

- *In-school suspension* means a suspension in which a student is excluded from the student’s regular educational setting but remains in the student’s current school placement for up to 10 consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
- *Short-term suspension* means a suspension in which a student is excluded from school for up to 10 consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
- *Long-term suspension* means a suspension in which a student is excluded from school for more than 10 consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

*Due Process*

Students who are subject to discipline/corrective action shall be afforded their right to due process. The due process rules vary for different levels of discipline and other corrective actions. In general, the more severe the disciplinary action, the more formal and structured the due process requirements. For most cases, the grievance process begins with the school principal, and be appealed to the district administrator or his/her appointee, and finally the school board.

Prior to the suspension of any student a conference shall be conducted with the student that provides:

- a. Notice of the alleged misconduct and violation(s) of school district rules.
- b. An explanation of the evidence in support of the allegation(s).
- c. An explanation of the corrective action which may be imposed.
- d. The student shall be provided the opportunity to present his/her explanation.

Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed. If a student is short-term suspended, enrollment in another program is not always feasible or in the best interest of the student. Students may be placed in in-school suspension should be designed to allow students to receive regular course assignments and have access to their regular instructional teacher(s) as needed. Regardless of the location of educational services, students must be given the opportunity to make up any assignments or tests missed as a result of a short-term suspension if the student’s grades credit might be affected.

*Limitation on Use K-4: (See WAC 392-400-435) through 392-400-445)*

No student in grades kindergarten through four shall be subjected to a short-term suspension for more than a total of ten (10) school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of suspension of such a student. Except for a violation of WAC 392-400-820 no student in grades kindergarten through four shall be subject to an expulsion or long-term suspension.

*Re-engagement Meeting:* Should be convened when a long-term suspension or expulsion is issued. The purpose of this meeting is to discuss a reengagement plan with the student and parent/guardian. A reengagement meeting should be convened within 20 days of a long-term suspension or expulsion and no later than five days before the student's reentry or reenrollment. (see WAC 392-400-710).

*Re-engagement Plan:* A written plan developed between the District, student, and parent/guardian to aid the student in taking the necessary steps to remedy the situation that led to the corrective action and return the student to an educational setting as soon as possible. The District is required to make reasonable efforts to assist students in returning to the educational setting prior to, and no later than, the end date of an expulsion.

*Readmission:* In compliance with WAC 392-400-430 (5), any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the superintendent or his designee. The application shall include: reasons the student wants to return and why the request should be considered; evidence which supports the request; and a supporting statement from the parent/guardian or others who may have assisted the student. The superintendent or his/her designee shall, in writing, advise the parent/guardian and student of the decision within seven school days of the receipt of such application.

### **Alcohol, Drug and Tobacco**

Policy and Procedure 4215 [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school-sponsored event or activity. Drugs include inhalants, prescription drugs beyond a daily dose, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.

The South Kitsap School District receives limited confidential drug and alcohol prevention, interventions services from Olympic Educational Service District 114. For information on these services provided please call Olympic ESD 114, Student Assistance Department (360) 479-0993

### **Regulation of Dangerous Weapons on School Premises**

Policy and Procedure 4210 and 4210P [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

It is a violation of district policy for any person to carry a firearm or dangerous weapon on district property, or school-provided transportation. This prohibition applies to any facility owned, rented, or leased. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities violates RCW 9.41.280 and is considered a criminal offense. Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size.

### **Student Privacy**

Policy 3230 [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered and required when reasonable grounds to suspect a student has a firearm on school grounds, transportation or at a school event. Administrators that reasonable grounds exist to Searches of a student's clothing, personal effects, desk, locker, assigned storage area, or automobile.

## Behavioral Violations

Violation	Definition
Alteration of Records/Forgery	Falsifying, altering, or destroying a school record or any communication between home and school.
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property.
Assault (RCW 9A.36)  <i>Violence with or without Major Injury</i>  <i>*Serious Bodily Injury</i>	<p>Inflicting physical harm, being physically violent, unwanted force, or demonstrating immediate intent to inflict physical harm. Including sexual assault.</p> <p><u>A major injury</u> is when one or more students, school personnel or other persons on school grounds require professional medical attention.</p> <p>*An incident, specific to students eligible for special education services, that results in the serious bodily injury of another as defined in Section (1365(h)(3) of Title 18, U.S. Code.</p>
Attendance/Truancy	Being absent or tardy from classes without an approved excuse. Includes leaving school property without appropriate approval.
Bullying, Intimidation	Intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time. Bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.
Burglary	Entry into a building illegally with intent to commit a crime, especially theft.
Dangerous Weapons and Other Unsafe Items; Possession of a Weapon	<p>Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that can cause serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Students who possess a weapon or carry, exhibit, display or draw any weapon or any item apparently capable of</p> <p>producing bodily harm in a manner which, under the circumstances, results in the intimidation of another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.</p> <p><i>Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.</i></p>
Discriminatory Harassment	Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender

	identity, gender expression, veteran or military status, disability, or use of a trained guide dog or service animal.
Disobedience, Failure to Cooperate	Failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to non-compliance, defiance and disrespect.
Disruptive Conduct/Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school. This may include, but not limited to; Intentionally obstructing normal pedestrian or vehicular traffic on a school campus; Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through, preventing students from attending class or school activities or occupying a school building or school grounds in order to deprive others of its use; Causing a disturbance or disruption school grounds, at school activities, or on District-provided transportation, including substantially interfering with any class or activity; Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students; Disruption of educational process.
Dress code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Clothing or jewelry that is gang-related, displays or promotes alcohol, tobacco, drugs, weapons, illegal actions, or obscene and vulgar messages or promotes activities that violate school regulations are not allowed.
Drugs/Alcohol Possession/Use Alcohol/Illicit Drugs/Marijuana	Possessing, using, or being under the influence of drugs/alcohol while walking/riding to/from school attending school, on school grounds, on school transportation, or during school sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana care), marijuana-infused produces, or marijuana concentrates, regardless of concentration, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.
Drugs/Alcohol <u>Buy/Sell/Transfer</u> Alcohol/Illicit Drugs/Marijuana	Transferring, selling, sharing, or walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card) marijuana-infused produces, or marijuana concentrates, regardless of concentration, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.
Endangerment of Others/Self	Acting in a manner that endangers students, staff, or community members. This also includes tampering with a fire extinguisher, falsely setting off a fire alarm or calling 911 for reasons other than the intended purpose of the alarm. Verbal or written indication of a bomb or other incendiary device on school property. Engaging in behavior such that the student's presence poses an immediate and continuing danger to themselves (including harm to self/suicidal ideation).
Extortion, Blackmail, Coercion	Extorting or attempting to extort any item, information, or money. Engaging in games of chance that involve the exchange of money or other items, or stake or risk money

	or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.
Failure to Cooperate/Willful Disobedience	Failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to, non-compliance, defiance, disrespect and occupying unauthorized areas of the school or other district property.
False Reporting	Reporting a false incident or falsely corroborating misbehavior of self/others that did not occur or withholding information of a dangerous nature while in school, on District property, district provided transportation, or during school-sponsored activities.
False Allegations	Reporting a false incident or falsely corroborating misbehavior of others that did not occur, while in school, on District property, transportation, or premises provided by contractors or agents of the school district, or during school-sponsored activities.
Fighting	Engaging in or provoking a physical altercation. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.
Reasonable Self-Defense	<p>It is expected that a student must remove themselves from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:</p> <p>A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others.</p> <p>The student is acting in a manner that a building administrator determines is reasonable and necessary considering the circumstances; and</p> <p>The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.</p> <p>A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault or pulling two fighting students apart and holding them until adult staff arrive and intervene,</p>
Firearms – Violation of RCW 28A.600.420  <i>Possession of a Weapon</i>	<p>Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device or as defined in Policy 3239 or other firearm as defined by the Gun Free Schools Act.</p> <p>The school official shall place the student on emergency expulsion, in accordance with WAC Chapter 392-400.</p> <p>The school official shall notify the parents/guardians and request an immediate conference,</p> <p>Unless otherwise provided by law, in cases involving the carrying or possession of a firearm or an air gun onto or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, the administrator/designee shall, without exception, expel the student.</p> <p>In cases involving other weapons, the school official shall place the student on long-term suspension, unless expulsion is warranted under the circumstances; provided</p>

	<p>however, for students in kindergarten through grade four, the student shall be placed on a short-term suspension of up to ten school days.</p> <p>The school official shall notify appropriate law enforcement personnel.</p>
Gang/Hate Group Activity	<p>Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.</p> <p><i>Criminal gang intimidation in violation of RCW 9A.46.120;</i>  <i>Gang activity on school grounds in violation of RCW 28A.600.455.</i></p>
Vandalism/Destruction of Property/Graffiti (RCW 9A.48.070-090)	<p>Intentionally destroying, damaging, or defacing school property. This includes tampering with equipment displacing property.</p>
Harassment	<p>Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained guide dog or service animal.</p>
Hazing	<p>Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.</p>
Illegal Acts	<p>An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property.</p>
Inappropriate Language	<p>Any inappropriate language or crude reference to anatomical parts, sexual acts, sexual orientation, or bodily fluids including excrement.</p>
Inappropriate Sexual Conduct	<p>Sexually inappropriate, vulgar or lewd conduct. Expressing or participating in any sexual or obscene act on school grounds, at school activities, or on school provided transportation.</p>
Inhaling Toxic Fumes (RCW 9.47A)	<p>Intentionally smelling or inhaling, or possessing for the purpose of smelling or inhaling, or selling, offering to sell, delivering, or giving with knowledge that it will be used for smelling or inhaling, the fumes of any type of substance defined in RCW9.47A.010 or to induce any other person to do so, for the purpose of causing a condition of, or inducing systems of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, paralysis, stupefaction, or dulling of the senses of the nervous system, or for the purpose of, in any manner, changing, distorting, or disturbing the audio, visual, or mental processes.</p>
Interference with School Authorities	<p>Misrepresenting, lying, concealing evidence/information, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.</p>
Interfering with School Investigation	<p>Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school-sponsored event,</p>
Lying	<p>Telling or writing untruths.</p>

Misrepresentation	Falsely reporting ID or failing to provide ID when requested.
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, which may negatively impact the school environment. Examples include, but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic communications used to harass or harm others.
Misconduct	Must meet criteria for a felony, gross misdemeanor, or misdemeanor.
Physical Aggression	Attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person.
Plagiarism	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for fulfilling any assignment or task required as a part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.
Paraphernalia Possession/Use	Possessing or using any devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.) that may be used to deliver a banned or controlled substance such as tobacco, nicotine, drugs and/or alcohol. Includes any item that can be used to ingest or conceal tobacco, drugs and/or alcohol. All paraphernalia items will be assessed the same, regardless of the substance.
Prohibited or Missuses of District Network & Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to District browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).
Robbery	The action of taking property unlawfully from a person or place by force or threat of force.
Sexual Harassment (Title IX)	Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate in or benefit from a school's education program. Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed ( <i>i.e.</i> ) <i>unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct</i> ).
Sexual Inappropriate, Vulgar or Lewd Conduct	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including

	electronic communication. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.
Theft/Robbery/Possession of Stolen Property	Taking school district property or the property of another without permission. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.
Threats	Expressing by words or actions intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device. A threat may be communicated directly or indirectly; an actionable threat may threaten immediate physical injury of future physical injury to others; an actionable threat may be one that threatens either immediate or future physical damage to the property of another person or the school district.
Tobacco, Smoking or Use of Vaping Device	Possessing, using, or distributing of any tobacco product, or chemicals, or any other product that has a similar flavor or physical effect of nicotine substances,
Trespass	Entering or remaining unlawfully in school buildings or on any part of school or District property without authorization.
Unauthorized Use of Cell Phones or Other Electronic Devices	Using cell phones and other personal electronic devices during the school day without authorization.
Unauthorized Use of Equipment	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.

**Section 5: Prohibition of Discrimination and Harassment**  
**Policy and Procedure 3207** [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

**Nondiscrimination** – Policy and procedure 3210 and 3210p

The South Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation – including gender expression or identity, marital status, or the presence of any sensory, mental or physical disability, the use of a trained dog guide or service animal by a person with a disability. Equal access to activities, facilities and program is provided to the Boy Scouts of America and other designated youth groups. District procedure complies with all applicable state and federal laws.

Compliance, ADA, Title IX Coordinator for the South Kitsap School District is Dr. Mona Johnson, Executive Director of Wellness & Support. 2689 SE Hoover Ave, Port Orchard, WA 98366. [johnsonmona@skschools.org](mailto:johnsonmona@skschools.org) (360) 874-7063

Section 504 Coordinator for the South Kitsap School District is Dr. Andrew Cain, Principal, Cedar Heights Middle School. 2220 Pottery Ave, Port Orchard, WA 98366. [cain@skschools.org](mailto:cain@skschools.org) (360) 874-6020.

You can report discrimination and harassment to any school staff member or to the District's Coordinators, listed above. You also have the right to file a complaint. For a copy of the District's nondiscrimination policy and procedure, contact your school or the district office.

South Kitsap School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding

translational bilingual education programs, contact the Executive Director of Teaching and Learning at (360) 874-7050.

## Sexual Harassment

Policy and procedure 3205 and 3205p (student) or 5011 and 5011p (staff)  
[https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

South Kitsap is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Under federal and state law, the term 'sexual harassment' may include:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance;
- Unwelcome sexual advances, or requests for sexual favors

Examples of Sexual Harassment: Pressuring a person for sexual favors, unwelcome touching of a sexual nature, writing graffiti of a sexual nature, distributing sexually explicit texts, e-mails, or pictures, making sexual jokes, rumors, or suggestive remarks, physical violence, including rape and sexual assault.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint. For a copy of South Kitsap School District sexual harassment policy and procedure, contact your school or the district office.

### Complaint Options: Discrimination and Sexual Harassment

#### Informal Complaint Process:

Informal complaints of sexual harassment may be made to any staff member. During the informal complaint process, the district will take steps to end any harassment and to correct any discriminatory effects on the complainant. Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or if the district believes the complaint needs to be more thoroughly investigated.

#### Formal Complaint Process:

##### Level One – Complaint to District

1. Anyone may initiate a formal complaint of sexual harassment, even if the formal complaint process is being utilized.
2. All formal complaints will be in writing and will include specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The time period for filing a complaint is one year from the date of occurrence. Once a complaint is received;
  - a) The Title IX Coordinator will draft a complaint based on the report
  - b) The superintendent or Title IX Coordinator may conclude that the district needs to investigate based on the information.
3. Once received, the Title IX Coordinator will investigate all formal, written complaints, for information that they believe requires further investigation in a manner that is adequate in scope, reliable and impartial. A written decision will be made and sent to both the complainant and perpetrator within 30 days unless an extension is required for exceptional circumstances related to the complaint. At

the time the district responds to the complainant, a copy will be sent to the Office of Public Instruction (OSPI).

#### Level Two – Appeal to Board of Directors

1. If complainant disagrees with the decision, they may appeal to the district board of directors by filing a notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
2. A hearing will be scheduled with the board by the 20<sup>th</sup> calendar day following the filing of the written notice of appeal.
3. Both parties will be allowed to present witnesses and testimony as the board deems relevant and material.
4. Unless otherwise agreed by the complainant, the board will render a written decision within 30 calendar days following the filing of the notice of appeal.

#### Level Three – Complaint to the Superintendent of Public Instruction (OSPI)

1. If a complainant disagrees with the decision of the board of directors, a complaint may be filed OSPI.
2. The complaint must be in writing and include;
  - a) Description of the specific acts.

Name and contact information including address of the complainant.

Examples of Sexual Harassment: Pressuring a person for sexual favors, unwelcome touching of a sexual nature, writing graffiti of a sexual nature, distributing sexually explicit texts, e-mails, or pictures, making sexual jokes, rumors, or suggestive remarks, physical violence, including rape and sexual assault.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint. For a copy of South Kitsap School District sexual harassment policy and procedure, contact your school or the district office.

- b) Name and address of the district.
- c) Copy of the district's complaint and appeal process, if any.
- d) Proposed resolution of the complaint or relief requested.
- e) If the allegations regard a specific student, complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information,

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal.

You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: [Equity@k-12.wa.us](mailto:Equity@k-12.wa.us) | Fax: (360) 664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia. WA 98504-7200

For more information, visit OSPI website, or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by e-mail at [equity@k-12.wa.us](mailto:equity@k-12.wa.us).

#### Other Discrimination Complaint Options

Office of Civil Rights, U.S. Department of Education

(206) 607-1600 | TDD: (800) 877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | OCR Website: [www.ed.gov/ocr](http://www.ed.gov/ocr)

Washington State Human Rights Commission

(800) 233-3247 | TTY: (800) 300-7525 | Human Rights Commission Website: [www.hum.wa.gov](http://www.hum.wa.gov)

#### Harassment, Intimidation and Bullying (HIB)

Policy and Procedures 3207 [https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that

are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, "put-downs", jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or image.

You can report HIB to any school staff member, school administrator or the District's Compliance Officer: Dr. Mona Johnson, Executive Director of Wellness & Support. 2689 SE Hoover Ave, Port Orchard, WA 98366. [johnsonmona@skschools.org](mailto:johnsonmona@skschools.org) (360) 874-7063. You also have the right to file a complaint. For a copy of the District's HIB policy and procedure, contact your school or district office, or view it online at [https://www.skschools.org/parents\\_community/harassment\\_intimidation\\_and\\_bullying\\_policy](https://www.skschools.org/parents_community/harassment_intimidation_and_bullying_policy)

## **Section 6: Enrollment**

Non-resident Students Policy 3141

Open Enrollment Policy 3131

[https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

Students in Washington State may apply to attend another district within WA State through a Choice Transfer Request. Applications for Choice Transfers can be found on our district website, or by following the link to OSPI <https://eds.ospi.k12.wa.us/ChoiceTransferRequest>. South Kitsap does not participate in Inter-district agreements with other school districts. Open Enrollment is also available for those families that live within SK boundaries and are unable to attend their neighborhood school by submitting an Open Enrollment Application directly to the school of choice. Both, Choice Transfers and Open Enrollment applications must be submitted annually no later than March 31.

## **Section 7: Facilities and Operations**

Pesticide Notification Policy 6895 and Procedure 6895P

[https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

### **Asbestos Management Plan**

The Environmental Protection Agency (EPA) requires that school districts notify parents, teachers, and employee organizations annually that an Asbestos Hazard Emergency Response Act (AHERA) management plan has been developed for and is maintained by the South Kitsap School District.

To that end the South Kitsap School District has developed an asbestos management plan for every facility and a copy of the plan is in the main office of each of those facilities. Additionally, a database of the master records and a back-up of physical records are maintained at Facilities and Operations at 1650 SE Cedar Rd., Port Orchard, WA 98367.

Every six months trained district staff members perform a required surveillance of known and presumed asbestos materials within their respective buildings. Every three years an additional inspection is performed by an accredited third-party contractor. All documents are updated when small scale, short duration projects are accomplished.

If you have any questions regarding the AHERA program at South Kitsap School District, please contact Joe Riley, Director, Facilities & Operations at 360-874-6000. This notification will be repeated annually.

## Pesticide Notification

In 2001 the Washington State Legislature enacted a law requiring school districts to develop policies and notification procedures related to the application of pesticides at school facilities. The South Kitsap School District plan for complying with this legislation is contained in Policy No. 6895 entitled, PESTICIDE NOTIFICATION, POSTING, AND RECORD KEEPING REQUIREMENTS

The South Kitsap School District has established a recognized Integrated Pest Management (IPM) program. The district relies on an environmentally sensitive, common sense approach to pest control that focuses on custodial practices, landscaping, and other preventive measures. The program is devoted to removing the root causes of landscape and structural pest infestations as a methodology for limiting the use of pesticides. The District uses licensed third- party vendors for pesticide applications and a list of pesticides used by those vendors is available and can be obtained from the office of the Facilities & Operations Department.

The procedure requires that at least 48 hours before the application of a pesticide to school grounds or facilities, the District shall notify students, their families and staff of the planned application via a posted notice with the heading, "Notice: Pesticide Application." This information will be posted in a prominent place in the building office in addition to being provided separately, in writing, to interested families and staff. Each site may establish a "request to notify" registration system for families and staff who desire to be individually notified in the event of a pesticide application. If a notification registration system is not maintained at a site all student families and staff will be informed in writing by the building administration prior to an application. On the day of the application additional warning signs will be posted at the locations to be treated.

Written pre-notification is not required if the application of pesticide can be scheduled during a timeframe where classes will not be held for at least 48 hours after the treatment. However, when this option is used, treated areas will still be posted with warning signs. The law also allows for the use of post-notification procedures whenever an emergency pesticide application is needed to avert an immediate student health hazard such as an infestation of stinging insects. If you have any questions regarding the use of pesticides in the South Kitsap School District, please contact your school's office staff or

Joe Riley, Director, Facilities & Operations at 360-874-6000.

## Section 8: Food & Nutrition Services

Nutrition, Wellness, and Physical Fitness

Policy and Procedure 6700 and 6700P

[https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

Good nutrition and learning go hand in hand! Our mission is to contribute to our student's success by serving nutritious, quality meals with a friendly smile every day. SKSD Food & Nutrition Services employs dedicated professionals that provide excellence in all phases of child nutrition program operations. Meals, foods and beverages sold or served at schools meet state and federal requirements which are based on the [USDA](#) Dietary Guidelines and student preferences. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.

### Meal Application information:

A new Free and Reduced Meal Price Application Form needs to be submitted each year. Please be aware that the 30-day grace period does not apply the incoming Kindergarteners.

Free and Reduced-Price Meals are available to families who believe they may qualify. If your family chooses to apply, please complete a "*Free and Reduced Meal Price Application Form*." The forms can be obtained and returned (completed) to any school office or the Food and Nutrition Services office. You can also apply online <https://sksdfoodandnutrition.com/> and go to the Meal Application section of the website.

You will be notified by mail of your child's status. Until notification you must provide your child with a lunch or lunch money.

Only complete one application per family. The information you give will be used to determine or prove your child's eligibility for free or reduced-priced meals. This information may also be used for other state or federally funded school benefits.

Factors considered in the application process are household size and total household income. HOUSEHOLD SIZE is considered all persons, related or unrelated: Including parents, children, grandparents who live in your home and share living expenses. The TOTAL HOUSEHOLD INCOME is the income each household member received last month before taxes - this includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income.

Foster children are categorically eligible for free meal benefits. An application is not needed yet there does need to be documentation of status by a state or local entity familiar with the child's status. Foster children may be included in the household application as part of the household size.

#### Meal Charges (For all school grade levels):

##### Student accounts and parent notifications

- The goal is for student accounts to remain positive and all households are accountable for meal charges and all balances. Positive and negative balances carry over to the next school year
- Parents will be notified automatically of unpaid meal charges through automated phone and emails messages.
- **It is the parent's responsibility to assure that their students account is in good standing.**

##### Charging limit and offered meal

- All students will be offered a meal if they enter the line and be able to self-select from a variety of fresh fruits, veggies, milk, and juice in addition to any hot or cold entrees offered.
- Food Services will not delay or deny a meal due to a student having insufficient funds.
- A la Carte and non-student purchases cannot be charged.

##### Meal account payment options

- Online payment electronically through [www.myschoolbucks.com](http://www.myschoolbucks.com) or through the free "MY SCHOOL BUCKS" app is encouraged.
- We also accept check or cash payments at the Central Kitchen or your students school café.

##### Financial support

- Food & Nutrition Services will distribute and make available free and reduced applications to households and proactively qualify a student for free or reduced-price meals. Through state systems made available to the district.
- Applications are available in any school office, the Food and Nutrition Office, or online and are accepted all year long as financial situations may change.

## **Section 9: Health Services Department / Nursing Staff Health Room/Medications**

Please refer to the following policies: <https://www.skschools.org/district/policies> [procedures](#)

- [Policy 3410: Student Health](#)
- [Policy 3416: Medications at School](#)
- [Policy 3413: Student Immunizations and Life-Threatening Health Conditions](#)
- [Policy 3423: Parental Administration of Marijuana for Medical Purpose \(new\)](#)

District school nurses (RN's) are assigned to multiple schools with additional support from a few LPNs assigned to specific students or programs and delegated office staff who work directly under the nurses' license. Students will be kept home from school if they are ill, have a fever and/or have shortness of breath, cough, loss of sense of taste or smell, nausea, vomiting, diarrhea, headache, muscle or body aches, fatigue, sore throat, nasal congestion (not associated with medically documented allergies). According to Policy 3414, a student with

symptoms that may indicate a communicable disease will be sent to the health room for first aid. The parent/guardian will be contacted and asked to pick up the student if any of the following symptom that is causing a great discomfort for the student. If a student does not have a fever but feels seriously ill, the parent/guardian will also be called to arrange transportation home.

In compliance with Policy 3413, parents/guardians must inform the school if their child has a serious/life-threatening health condition. Some examples of life-threatening health conditions are diabetes, seizures, anaphylaxis, asthma and/or a cardiac condition. This list is not all-inclusive.

The South Kitsap School District's Medication Policy 3416 states: should medication need to be administered at school, a medication authorization form will be completed by the parent/guardian and by the licensed health professional. The licensed health professional's order must indicate name of medication, dosage, route of administration, time and dates to be given, and include his/her signature. This form is valid for the current school year only. The parent/guardian must pick up any unused medication by the last day of school.

Students may not medicate themselves unless the health care provider indicates that they may do so. When indicated on the medication authorization form, a student requiring an inhaler, a pancreatic enzyme or emergency medication may carry and self-administer the medication if prescribed by a licensed health professional and approved by the parent and school nurse. All medications must be in the original container and clearly labeled as describe above. **For students in grades 9-12 (and occasionally Middle School Students)**

Prescription Medications (EXCEPT Controlled Substances) – In situations where the parent/guardian, principal, and school nurse believe it is in the best interest of the student that he or she carry the prescription medication, the student will carry a copy of the medication authorization form, indicating the name, dosage, and route of administration of the medication, plus dates and time to be given. Only one day's dosage (in originally labeled container) will be carried by student. This permission does not extend to controlled substances. The original medication authorization form will be on file in the health room.

**Non-prescription (Over the counter) Medications-** All medications must have a doctor's order as the paragraph above states. FDA approved Sunscreen is the only exception which may be carried with written permission from parent, K-12.

## Section 10: McKinney-Vento

Every Student Succeeds Act

Homeless Students Enrollment Rights and Services Policy and Procedure 3115

[https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

Any child or youth, including migrant and unaccompanied youth, who lacks a fixed, regular and adequate nighttime residence is considered homeless and McKinney-Vento eligible for assistance and services. This includes children and youth who are temporarily sharing housing with others due to loss of housing or economic hardship, those living in hotels, camping grounds, emergency shelters, cars, bus or train stations. For more information contact Annette Stewart, McKinney-Vento Liaison at (360) 874-7054, [stewart@skschools.org](mailto:stewart@skschools.org), or visit our website; [www.skschools.org](http://www.skschools.org).

### Emancipated Students

Students 17 and younger that have petitioned the courts and been awarded a Decree of Emancipation will be responsible for their own education. Once a student has been emancipated, and appropriate paperwork has been filed with the school, no parent/guardian contact will be required.

### Child Find

South Kitsap School District conducts regular activities to identify children with disabilities, aged birth through 21 years of age. A disability may present a delay in learning, speech or language, motor skills, or social and emotional abilities. Parents or staff that suspect a school aged child of having a disability shall contact their neighborhood school's School Psychologist or Principal. If you believe you child may have a disability and you are interested in having him or her screened, contact the Office of Special Services at (360) 443-3625.

## **Section 11: Students with a Disability**

### Special Education and Related Services for Eligible Students Policy 2161

Students eligible for special education may be disciplined consistent with the disciplinary rules that apply to all students. The district will determine on a case by case basis whether discipline that is permitted under WAC 392-400 should occur. However, students eligible for special education must not be improperly excluded from school for disciplinary reasons that are related to their disability or related to the district's failure to implement a student's IEP. The district will take steps to ensure that each employee, contractor and other agents of the district responsible for education or care of a student is knowledgeable of special education disciplinary rules and state regulations governing implementation of special education services pursuant to the Individuals with Disabilities Education Improvement Act (IDEA) of 2004 are addressed in Chapter 392-172A WAC and Free Appropriate Public Education (FAPE).

Parents and/or adult students have the right to request a due process hearing to appeal the disciplinary placement decision or if they disagree with a determination that the student's behavior was not a manifestation of the student's disability. The hearing is requested by filing a due process hearing request pursuant to WAC 392-172A-05080 and 392-172A-05085. Parents/Guardians may also challenge disciplinary actions on behalf of the students who has not been determined eligible for special education services may assert the protections if the district had knowledge that the student was eligible for special education before the behavior that precipitated disciplinary action occurred. Refer to Policy and Procedure 2162

[https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

### **Section 504 Eligible Students**

#### Education of students with Disabilities Under Section 504 Policy and Procedure 2162

Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Discipline of students protected under Section 504 plan requires careful consideration of whether the student's behavior is related to the disabling condition. When a student poses an immediate and continuing danger to himself or herself and/or others or to disruption of the educational process, (see WAC 180-40-95), an emergency expulsion of up to 10 consecutive school business days may be used. When a student has engaged in misconduct which is causally related to his or her disability aside from emergency expulsion (see above), expulsion or suspension should not be imposed for more than 10 school days and the suspension/expulsion reflect a pattern of exclusion. Instead, the need for additional evaluation and/or a change of placement should be considered. In this circumstance, the principal or designee responsible for the imposition of discipline, the Section 504 compliance officer, and a team of professionals from the school who are knowledgeable about the student will meet to determine if there is a need for further evaluation or a change of program or placement. If further evaluation is recommended, it will be conducted as soon as possible. If the student poses an immediate risk to him or herself or disruption of the educational process the procedure above may be instituted by the principal or designee.

Section 504 students who are recommended for suspension or expulsion solely on the basis of the current use or possession of illegal drugs, alcohol, or substances are not entitled to Section 504 Committee placement re-evaluation or determination of relationship between such use or possession and the students' disabilities, or to the procedural safeguards afforded to students with a disability by section 504 procedures.

### **Section 12: Student Records/Family Educational Rights and Privacy Act**

#### Student Records Policy 3231 – Protection of Student Personal Information 3235

[https://www.skschools.org/district/policies\\_procedures](https://www.skschools.org/district/policies_procedures)

The South Kitsap School District is required to protect families from certain information. However, directory information can be released publicly unless the parent, guardian, or adult student **submits a written request**

**for his or her student to opt out by September 17.** The district has designated the following as directory information and may select from the following list, but is not required to include all or any of the following types of information: students name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, and the most recent previous school attended. Information may also be released to state and local officials pursuant to Washington State statute.

### Public Records Request

Parents/Guardians and members of the public have the right to inspect and copy public records retained by the District, unless the records are exempt from public disclosure under state law (Chapter 42.56 RCW) Please contact your school directly to request Student Records and Transcripts.

## Section 13: Student Safety

Student safety is the district's top priority. Teachers, support staff, school police services and community organizations work together to prevent, prepare and respond to emergency situations.

To ensure safety and security:

- Each school's staff review and update an individual Emergency Response Plan.
- School staff participate in regular emergency preparedness and response training.
- Substance abuse prevention programs are presented to students regularly.
- School Resource Officers (SRO's) train-regularly to respond effectively to any situation.

### Safety and Security – Tip Line

We all have the responsibility to keep each other safe. The general guidance is “If you see something, say something.” In the case of an emergency, please call 911. In other instances please use the Tip Line submission form which is available on the district website at [https://www.skschools.org/district/tip\\_line](https://www.skschools.org/district/tip_line) and on every school website. The tip line may be anonymous or not depending on user prefer.

## Section 14: Student Technology Responsible Use and Safety

For more information please visit: [https://www.skschools.org/depts/technology/student\\_handbook](https://www.skschools.org/depts/technology/student_handbook)

### Governing Policies

Students are expected to abide by district policies and procedures for appropriate technology use.

Policy 2022 (Electronic Resources & Internet Safety) outlines that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Policy 3235 (Protection of Student Personal Information) outlines the district responsibility for protecting student information as students use third-party technology tools. Please review the Data Privacy section for more details.

Policy 3245 (Students and Telecommunications Devices) outlines the conditions under which students may use their own communications devices at school. Please review the Student-Owned Devices section for more details.

### Acceptable Use

Use of our computers is a privilege and should be for school purposes only. Appropriate use of the computer and the internet means I WILL:

1. Respect school property by not disrupting, destroying, modifying or abusing computer equipment or the network;
2. Not destroy other people's files with viruses or hacking tools;
3. Only access files that belong to me;

4. Use existing software and not install any other software without permission;
5. Use only teacher-approved media or devices;
6. Obey the restrictions of the network filter;
7. Report anything inappropriate to my teacher or another adult immediately;
8. Protect myself by not giving out personal information (including my password) or leaving my computer unattended;
9. Be a good cyber-citizen and not use the computer to bully, harass or put- down others;
10. Respect the copyright of software and web sites and not plagiarize the works of others.

I understand that not following any of the above could result in disciplinary action according to district policy 2022

### Web Filtering

The district may use one or more web filtering tools to restrict access to objectionable web resources and to maintain compliance with the Children’s Internet Protection Act (CIPA). Web filtering systems are never foolproof and do not take the place of supervising student use by teachers and parents. The web filter is based on district-wide settings to maintain uniformity for all students and consistency in access to resources and is not customizable to individual student or parent preferences.

### Digital Citizenship

South Kitsap schools use the Common Sense Media curriculum, which contains resources to extend digital literacy and citizenship to homes and families. You are encouraged to review the resources at <https://www.commonsensemedia.org/>.

Librarians and classroom teachers deliver age-appropriate lessons focused on media balance & well-being, privacy & security, digital footprints, and cyberbullying. These activities promote the positive use of technology, foster student ownership, and support good digital citizenship.

### Devices

#### District-Owned Devices

Through generous community support, SKSD is in the process of rolling out a one-to-one technology initiative to provide a Chromebook to each student to support and extend their classroom learning. Students are expected to be responsible users of district-owned equipment, just like textbooks, school uniforms and other school property.

- Device damage may incur a fine as specified on the Technology Fines page at [http://www.skschools.org/depts/technology/student\\_handbook/fines](http://www.skschools.org/depts/technology/student_handbook/fines)
- Students may be assigned loaner devices if their device is being repaired
- Students are responsible for returning equipment in a timely fashion as requested by school staff
- District-owned devices are not for personal use (ie. Downloading music or videos, installation of non-school programs, etc.)

#### Student-Owned Telecommunication Devices

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Telecommunication devices will be turned on and operated only before and after the regular school day and during the student’s lunch break, unless an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the student to use the device;
- B. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;
- C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;

- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

### Data Privacy

In compliance with Policy 3235, the district seeks to enter into agreements with all third-party vendors to protect student personal information and usage statistics. Through a statewide partnership with the Student Data Privacy Consortium, we join with other districts in the state and country to provide these legally vetted agreements to software vendors to ensure student data is protected. A current list of agreements can be found on the SDPC site at [https://sdpc.a4l.org/district\\_search.php?districtID=4498&state=WA](https://sdpc.a4l.org/district_search.php?districtID=4498&state=WA)

### Children's Online Privacy Protection Act (COPPA)

This notice is intended to inform you about the Online Resources that have been approved for use at SKSD schools and to give parents/guardians of students under the age of 13 an opportunity to opt-out of their child's use of such Online Resources

In order for our students to use these Online Resources, the third-party operators of these online resources may collect certain personally identifying information (e.g., the students first and last name, username, and district email address). Under the federal Children's Online Privacy Protection Act (COPPA), these third-party operators must notify parents/guardians and obtain parent/guardian consent before collecting personal information of students under the age of 13. However, COPPA allows education institutions like SKSD to consent to this collection on behalf of parents, as long as the use of the personal information collected is limited to an educational context and is not used for any other commercial purpose.

If you are the parent or guardian of a student under the age of 13 and at any time wish to opt out of your child's use of Online Resources, please contact your child's principal to discuss your concerns and provide a written opt-out. Please note that opting out of the use of online resources may affect your child's interaction in the classroom and ability to participate in certain learning activities.

### Email

Email is not private! Email is considered a "writing" and may be disclosable to media or others (see RCW 42.56). Most staff email is considered a public record and subject to Freedom of Information Act requests. Student email is available for review by district administration and may be discoverable in legal proceedings. Any form of harassment by email is prohibited.